

Administrative and R&D Documents File Plan

Organization: <u>AES</u>	Date: <u>10/23/13</u>
Group: <u>ADM (HR & Budget)</u>	Written by: <u>Patty Cameli and Julie Hlavacik</u>
	Approved by: <u>William Ruzicka</u> <small>(approval in ICMS)</small>

	Document Type	Repository	Author	Approval Control	Revision Control	Periodic Review	Access to Current, Approved Revision	Additional Document Controls*
1.	Group leader budget reports	ICMS and on the share drive for each group leader	Patty Cameli, Julie Hlavacik			N/A	ICMS; share drive for group leader	
2.	Effort confirmation sheets	File cabinets	Karen Davis (maintains)	Employee and supervisor (if required)			Originals in 201	
3.	AMOS	Argonne						
4.	Stockroom	Oracle database						
5.	Personnel files	File cabinets (Hlavacik's office)	Julie Hlavacik				Originals in HR	
6.	Position descriptions	Argonne	Julie Hlavacik					

*Document Controls Requirements may include:

- Indexing scheme
- Format
- Access to current version
- Change control process
- Retention requirements
- Metadata requirements